
Welcome to...

**Contractor Cost
Report (CCR)
Administration**

Welcome and Introductions



Course Prerequisites



✓ Change Discussions

✓ RWD SAP 4.6C



Course Objectives



- **At the end of this course, individuals should be able to use SAP to:**
 - **Establish CCR Crosswalk**
 - **Input CCR Data in Cost Entry**
 - **Generate cost transactions**
 - **Process Reports from the CCR Extension**



Benefits of Contractor Cost Report (CCR) Administration



- CCR Extension provides automation to:
 - Link the reported cost to the appropriate FCS's (Financial Classification Structure) through the CCR/FCS Crosswalk
 - Record contractor cost reports in the CCR Cost Entry Sheet
 - Generate required cost transactions through the CCR Worksheet
 - Automated CCR Analysis Reports



Course Schedule



| <u>Agenda Item</u> | <u>Time (hr)</u> |
|-----------------------------------------------------|------------------|
| 1. Introduction | 0:10 |
| 2. Background | 0:15 |
| 3. Topic 1: CCR Crosswalk | 1:20 |
| 4. Topic 2: CCR Cost Data Entry | 0:30 |
| 5. Topic 3: Generate Accruals and Analyze Workforce | 1:00 |
| 6. Topic 4: Process Reports in CCR Extension | 0:30 |
| 7. Course Summary | 0:15 |
| Total Course Time | 4:00 hrs |



Course Structure



- **Process Flows**
 - Overview of key business processes and related SAP concepts
- **Demonstrations**
 - Trainer-led examples of key SAP transactions
- **Exercises**
 - Real-life business tasks using Core Financial business procedures
- **Training Course Feedback**
 - Assessment of course effectiveness using the on-line training course feedback form



Course Tool: On-Line Quick Reference



- **Purpose of the On-Line Quick Reference (OLQR) tool:**
 - **Provide procedures, job aids, and Help content via the Intranet**
 - **Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)**



Prepare Your Workspace



- **Take a few minutes to prepare your training workspace:**
 - **Review the reference materials; become familiar with the content**
 - **Logon to SAP R/3**



Background Knowledge

Background Knowledge



- **Key definitions:**

- **Contractor Cost Report (CCR):** The CCR may be a NF533 report, or other contractual cost document that the contractor is required to submit.
- **Reporting Category:** Specific contractual reporting requirements that identify the way work is to be performed and are considered necessary to meet NASA financial management information requirements.
- **Allocation Method:** The CCR utilizes a prorated algorithm to allocate cost to FCS within reporting categories.
- **Status:** Reporting Categories may be active or inactive.
- **Financial Classification Structure (FCS):** In SAP, the FCS represents the account assignments for various elements.
- **Fund Limit:** Identifies the FCS obligation amount to a particular reporting category if the FCS is funding more than one reporting category.



Background Knowledge



- **Key definitions:**

- **Contract Work Breakdown Structure (WBS):** Contract structure established to provide the framework of the contractual reporting requirements that are sub-divided into definable increments or manageable components for managing the work to be performed.
- **Project Work Breakdown Structure (WBS):** Project structure built in a multi-level hierarchy outline and adheres to the AWCS (Agency-wide Coding Structure) reporting structure and/or lower.
- **Workyear Equivalent (WYE):** Represents the productive hours an average contractor's employee is available to work, not including holidays and paid leave.

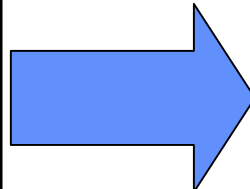
Background Knowledge



Differences between the previous system and SAP/BW:

Old system:

- No consistent method of collecting cost
- Stand alone systems to track cost for project management
- Manual processing



SAP/BW system:

- Electronic receipt of cost data
- Automated link between NF533 and FCS for generating cost transactions
- Automated reporting and tracking of timeliness and accruals

Topic 1

CCR Crosswalk

Topic 1: Overview



- **CCR Crosswalk**
 - **Establishing reporting categories based upon the contract work breakdown structure**
 - **Creating relationships between reporting categories and the appropriate FCS elements**
 - **FCS elements are: project WBS, network/activity, cost center, internal order, fund, cost element**
 - **Reporting categories can be funded by multiple FCS's**
 - **FCS's can be assigned to more than one reporting category**
 - **Identifying the status of a reporting category as active or inactive**



Topic 1: Objectives

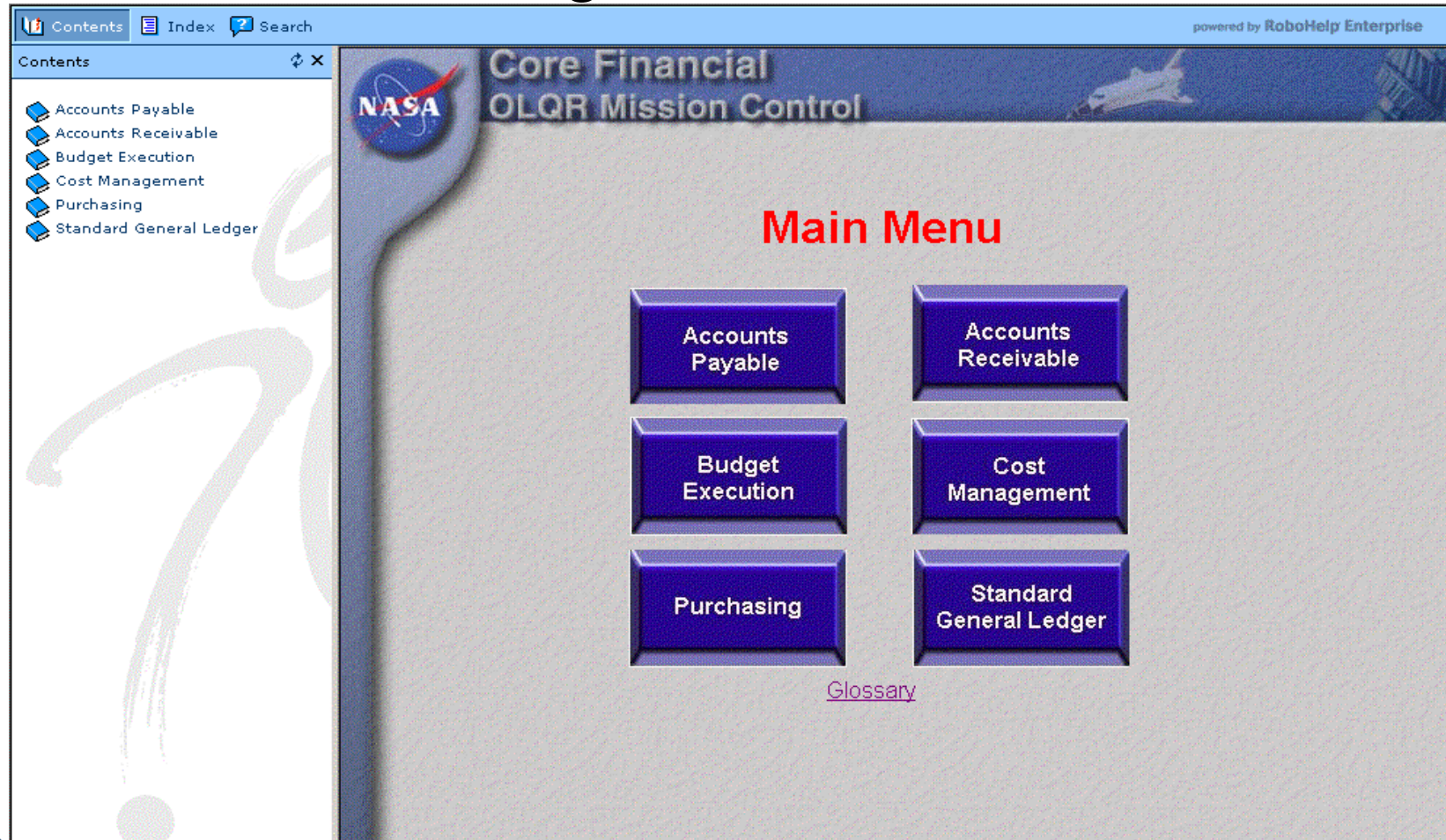


- **Upon completion of this topic individuals should be able to accomplish the following:**
 - **Create CCR/FCS Crosswalk Table**
 - **Maintain CCR/FCS Crosswalk Table**



Topic 1: Process Flow

Periodic Processing



Topic 1: Screenshot



CCR Crosswalk: Mapping Maintenance

CCR Crosswalk Mapping Maintenance

Contract: NAS8-01083 SLI Vendor: 0000100361 AEROJET-GENERAL CORP

CCR Analyst: Denise Taylor COCCRALIS Contract period of performance: Start date: 05/01/2001

CCR Administrator: Denise Taylor COCCRADM End date: 04/30/2002

Resp. Org. Cost Center: TD01

Reporting Categories

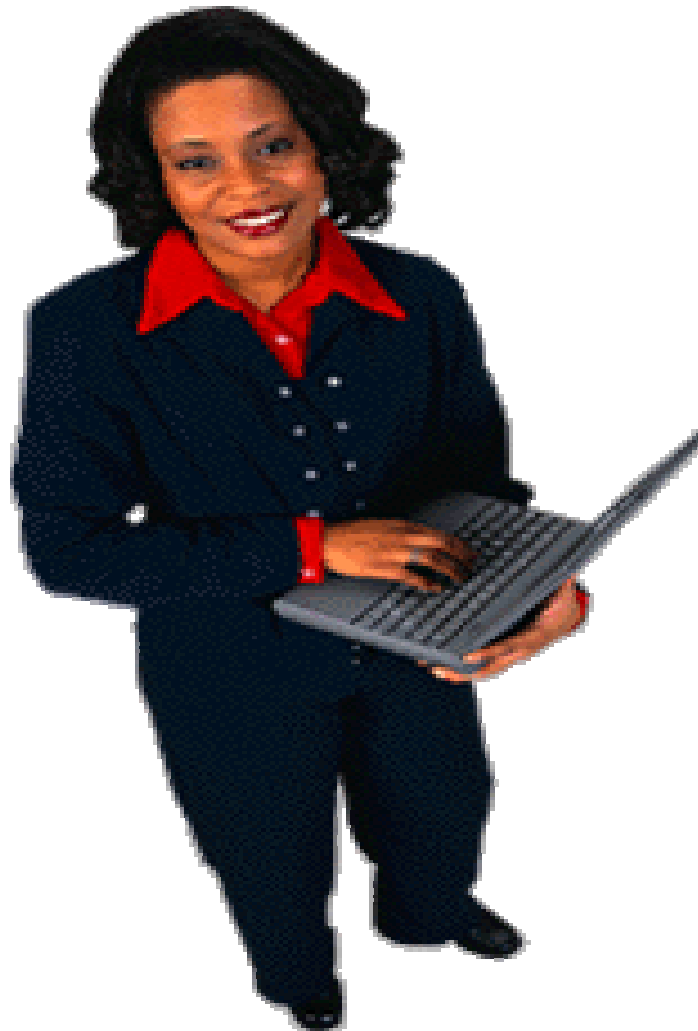
| Category | Description | S..A.. |
|----------|-------------|--------|
| 1.0 | | A 1 |
| 2.0 | | A 1 |

Mapped FCS's

| PLI | Project WBS Elem... | Cost Ce... | Fund | Cst Elemnt | Int. Order | F Limit |
|-----|---------------------|------------|------------|------------|------------|----------|
| 1 | 62-721-26-86 | 62UP01 | SAT292001D | 6100.2550 | FC400000 | 1,000,00 |
| 1 | 62-376-80-20-24 | 62MP21 | HSF542001D | 6100.2550 | FC400000 | 374,532 |
| 1 | 62-721-26-86 | 62UP30 | SAT292002D | 6100.2550 | FC400000 | 1,000,00 |



Demonstrations and Exercises Introduction



Demonstrations and Exercises



- **Create CCR/FCS Crosswalk Table**



Topic 1: Debrief



- **Reporting categories should be established at the level required to post cost by FCS**
- **FCS's can be mapped to more than one reporting category**
- **Obligations can be recorded at a higher level and then assigned at a lower level to the reporting category by utilizing the Fund Limit field**
- **Modification to the CCR/FCS Crosswalk can be made at anytime during the monthly process**



Topic 2

CCR Cost Entry

Topic 2: Overview



- **CCR Cost Entry**
 - Record the receipt of the CCR cost by reporting category
 - Enter CCR manually or upload electronically
 - Use control totals to display errors in column input
 - Calculate ITD based on monthly input (monthly CCR report), and calculate monthly cost based upon ITD cost (quarterly CCR report)
 - Utilize Units of Measure (UOM) to translate the NF 533 cost amounts to whole dollars, or to convert labor hours to WYE's
 - Calculation of WYE's from labor cost is also provided when necessary



Topic 2: Objectives



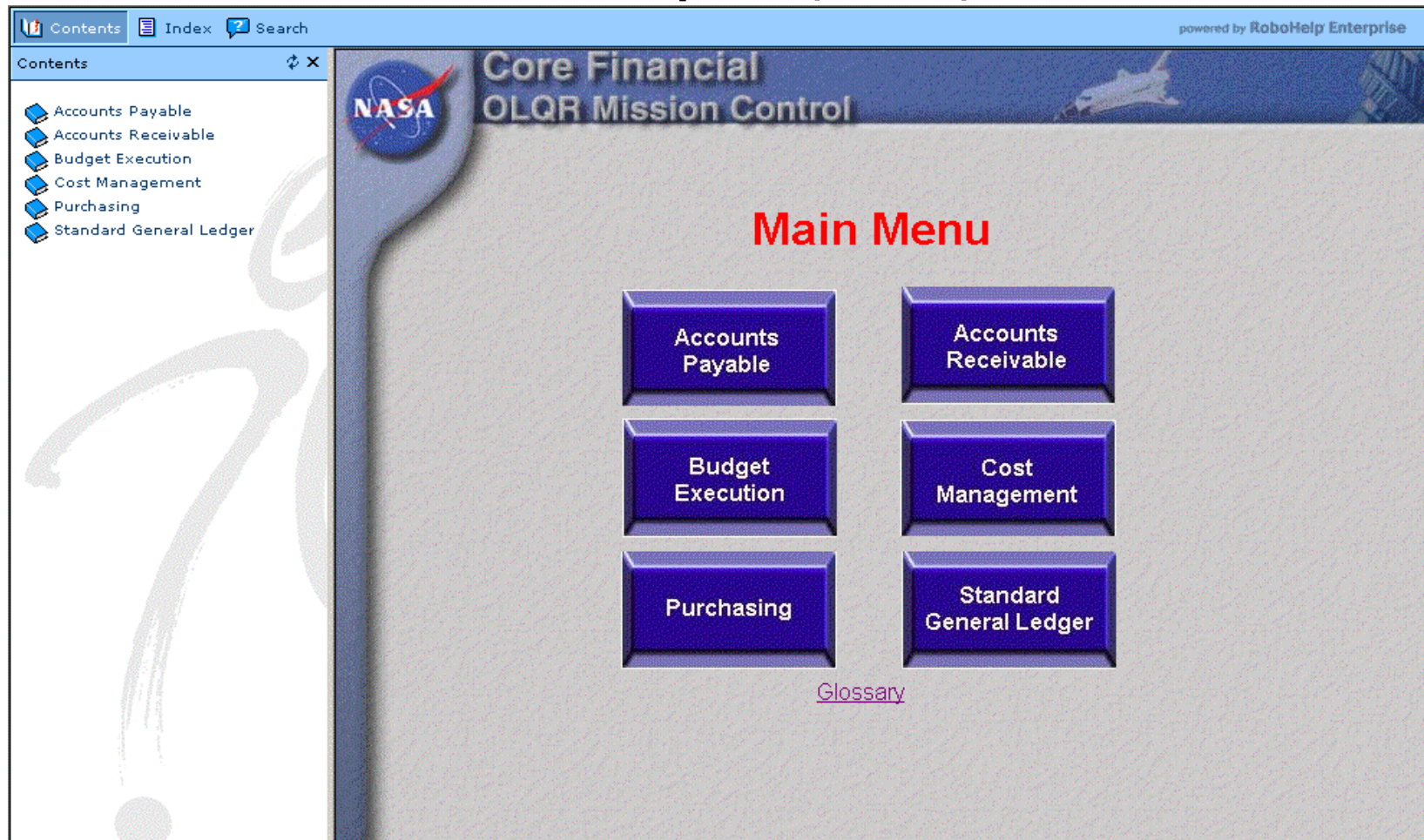
- **Upon completion of this topic, individuals should be able to accomplish the following:**
 - **Enter CCR Data**
 - **Validate Contract Report Detail**
 - **Record Adjustments to Current Month Estimates and Provide Explanation**



Topic 2: Process Flow



Process Contractor Cost Reports (NF533)



Topic 2: Screenshot



Create CCR Cost Entry (Monthly)

CCR Cost Processor Edit Goto System Help

Change CCR Cost Entry: Maintenance

Crosswalk Cost Entry Worksheet Reports

Contract: NAS8-01083 SLI Vendor: 100361 AEROJET-GENERAL CORP

Accrual Month/Year: 9 2002 CCR Format: M Monthly

Reporting Period End: 08/31/2002 Cost UOM: 1 Whole Dollars

Operating Days: 20 HRWYE UOM: 4 WYE (Work-year Equivalents)

Date Received: 09/20/2002 ☐ Not Received Monthly WYE: 160.0

CCR Due Date Terms: 15 WYE Avg Hourly Cost:

CCR Due Date: 09/24/2002 Status: 2 Submitted

| Rep Category | CM Cost Inc | CM HRWYE (7a) | Cost Incurred ITD (7c) | CM EST CST | CM Est HRWYE | NM EST CST | Est. Cost Adj. | Adjustment Descrip |
|--------------|-------------|---------------|------------------------|------------|--------------|------------|----------------|--------------------|
| CCR Totals: | 550,000.00 | 0.0 | 2,150,000.00 | 800,000.00 | 0.0 | 0.00 | 0.00 | |
| 1.0 | 310,000.00 | 0.0 | 1,410,000.00 | 300,000.00 | 0.0 | 0.00 | 0.00 | |
| 2.0 | 240,000.00 | 0.0 | 740,000.00 | 500,000.00 | 0.0 | 0.00 | 0.00 | |
| Inactive: | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | |
| Totals: | 550,000.00 | 0.0 | 2,150,000.00 | 800,000.00 | 0.0 | 0.00 | 0.00 | |
| Deltas: | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | |

■ Header

■ Detail



Topic 2: Screenshot



Create CCR Cost Entry (Quarterly)

CCR Cost Processor Edit Goto System Help

SAP

Display CCR Cost Entry: Maintenance

Crosswalk Cost Entry Worksheet Reports

Contract: NAS8-01083 SLI Vendor: 100361 AEROJET-GENERAL CORP

Accrual Month/Year: 8 2002 CCR Format: Q Quarterly

Reporting Period End: 07/31/2002 Cost UOM: 1 Whole Dollars

Operating Days: 20 HRWYE UOM: 4 WYE (Work-year Equivalents)

Date Received: 08/29/2002 ☐ Not Received Monthly WYE: 160.0

CCR Due Date Terms: 10 WYE Avg Hourly Cost: 0.00

CCR Due Date: 08/14/2002 Status: 6

Rep Category CM Cost Inc CM HRWYE (7a) Cost Incurred ITD (7c) CM EST CST CM Est HRWYE NM EST CST Est. Cost Adj. Adjustment Description

| | | | | | | | | |
|-------------|--------------|-----|--------------|------------|-----|------|------|--|
| CCR Totals: | 0.00 | 0.0 | 1,600,000.00 | 550,000.00 | 5.5 | 0.00 | 0.00 | |
| 1.0 | 1,100,000.00 | 0.0 | 1,100,000.00 | 300,000.00 | 3.0 | 0.00 | 0.00 | |
| 2.0 | 500,000.00 | 0.0 | 500,000.00 | 250,000.00 | 2.5 | 0.00 | 0.00 | |
| Inactive: | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | |
| Totals: | 1,600,000.00 | 0.0 | 1,600,000.00 | 550,000.00 | 5.5 | 0.00 | 0.00 | |
| Deltas: | 1,600,000.00 | 0.0 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | |

■ Header

■ Detail



Topic 2: Screenshot



Create CCR Cost Entry (Monthly) Status

CCR Cost Processor Edit Goto System Help

Change CCR Cost Entry: Maintenance

Crosswalk Cost Entry Worksheet Reports

Contract: NAS8-01083 SLI Vendor: 100361 AEROJET-GENERAL CORP

Accrual Month/Year: 9 2002 CCR Format: M Monthly

Reporting Period End: 08/31/2002 Cost UOM: 1 Whole Dollars

Operating Days: 20 HRWYE UOM: 4 WYE (Work-year Equivalents)

Date Received: 09/20/2002 ☐ Not Received Monthly WYE: 160.0

CCR Due Date Terms: 15 WYE Avg Hourly Cost:

CCR Due Date: 09/24/2002 Status: 2 Submitted

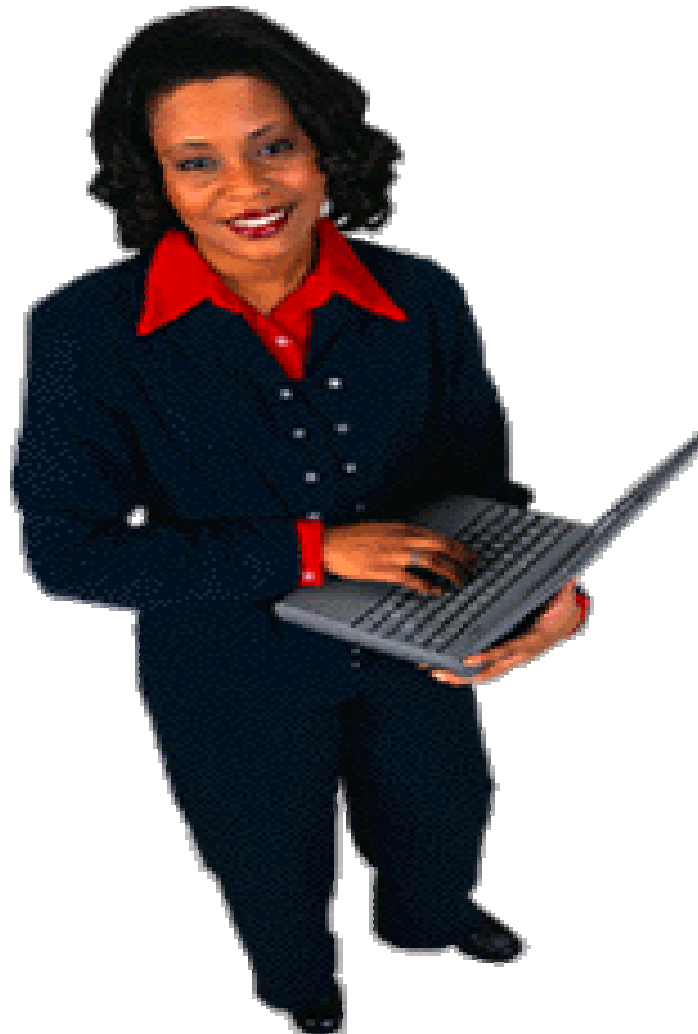
| Rep Category | CM Cost Inc | CM HRWYE (7a) | Cost Incurred ITD (7c) | CM EST CST | CM Est HRWYE |
|--------------|-------------|---------------|------------------------|------------|--------------|
| CCR Totals: | 550,000.00 | 0.0 | 2,150,000.00 | 800,000.00 | 0.0 |
| 1.0 | 310,000.00 | 0.0 | 1,410,000.00 | 300,000.00 | 0.0 |
| 2.0 | 240,000.00 | 0.0 | 740,000.00 | 500,000.00 | 0.0 |
| Inactive: | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 |
| Totals: | 550,000.00 | 0.0 | 2,150,000.00 | 800,000.00 | 0.0 |
| Deltas: | 0.00 | 0.0 | 0.00 | 0.00 | 0.0 |

CCR Status (1) 6 Entries found

St... Short text

- 01 In Progress
- 02 Submitted
- 03 Accepted by Analyst
- 04 Accepted by Administrator
- 05 Ready for Posting
- 06 Posting Complete

Demonstrations and Exercises Introduction



Demonstrations and Exercises



- **Receive CCR Data and Input and/or Validate Contract Report Detail**



Topic 2: Debrief



- **Provides Manual or Electronic NF 533 processing**
- **Allows access to the CCR Crosswalk to add new reporting categories when necessary**
- **Provides Exception Report for electronic uploads if reporting categories are missing**
- **Calculates totals and identifies input errors**
- **Allows input of adjustments and explanations online**
- **Tracks timeliness and adjustment explanations**



Topic 3

Generate Accruals and Analyze Worksheet

Topic 3: Overview



- **Generate Accruals and Analyze Worksheet**
 - Upon submission of CCR Cost Entry, the CCR Accrual Worksheet is produced and displayed online
 - Worksheet displays cost transactions generated from applying the cost reported on the CCR Cost Entry to the appropriate FCS's identified in the CCR Crosswalk
 - Worksheet available for Cost or WYE's by reporting category or FCS
 - Updates to reconcile CCR to SAP if cost entries are made outside of the CCR Extension
 - Visibility of cost in excess of obligations and downward adjustments transactions not processed in the Service Entry Screen
 - Online entry of adjustments of cost by FCS within reporting category



Topic 3: Objectives



- **Upon completion of this topic, individuals should be able to accomplish the following:**
 - **Generate Contract Cost Accrual Worksheet and Calculate Contractor Workforce**
 - **Verify Results of Prior Month Adjustments, Cost Over Obligations, Downward Adjustments, Monthly Accruals, and Workforce Calculations**
 - **Record Adjustment within the Contract Cost Accrual Worksheet**



Topic 3: Process Flow



Process Contractor Cost Reports (NF533)

The screenshot displays the 'Core Financial OLQR Mission Control' interface. On the left, a 'Contents' sidebar lists: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. The main area features a 'Main Menu' with six blue buttons arranged in two columns: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. A 'Glossary' link is visible at the bottom. The interface is powered by RoboHelp Enterprise, as indicated in the top right corner.



Topic 3: Screenshot



Create CCR Accrual Worksheet by Reporting Category

CCR Accr. Worksheet Edit Goto System Help

Create CCR Accrual Worksheet: Maintenance

Crosswalk Cost Entry Worksheet Reports

Contract: NAS8-01083 SLI Vendor: 100361 AEROJET-GENERAL CORP
Accrual Month/Year: 9 2002 Status: 2 Submitted

| Rep. Cat. | WBS element | Cost ctr | Fund | G/L acct | Order | Funds ctr | Item | SAP Obs | Funding Limit |
|-----------|-----------------|----------|------------|-----------|----------|-----------|------|--------------|---------------------|
| 1.0 | 62-721-26-86 | 62UP01 | SAT292001D | 6100.2550 | FC400000 | 62-721 | 1 1 | 1,526,365.00 | 1,000,000.00 |
| 1.0 | 62-376-80-20-24 | 62MP21 | HSF542001D | 6100.2550 | FC400000 | 62-376-80 | 1 2 | 374,532.00 | 374,532.00 |
| 1.0 | 62-721-26-86 | 62UP30 | SAT292002D | 6100.2550 | FC400000 | 62-721 | 1 3 | 2,460,000.00 | 1,000,000.00 |
| 1.0 | | | | | | | | | 2,374,532.00 |
| 2.0 | 62-721-26-86 | 62UP01 | SAT292001D | 6100.2550 | FC400000 | 62-721 | 1 1 | 1,526,365.00 | 526,365.00 |
| 2.0 | 62-721-26-86 | 62UP30 | SAT292002D | 6100.2550 | FC400000 | 62-721 | 1 3 | 2,460,000.00 | 1,460,000.00 |
| 2.0 | | | | | | | | | 1,986,365.00 |
| | | | | | | | | | 4,360,897.00 |



Topic 3: Screenshot



Create CCR Accrual Worksheet by Reporting Category

CCR Accr. Worksheet Edit Goto System Help

Create CCR Accrual Worksheet: Maintenance

Crosswalk Cost Entry Worksheet Reports

Contract: NAS8-01083 SLI Vendor: 100361 AEROJET-GENERAL CORP
Accrual Month/Year: 9 2002 Status: 2 Submitted

| Rep. Cat. | WBS elem. | Cost ctr | Cost Inc ITD | SAP Adj | SAP Cost | Uncosted FL | PM ITD | PM Adj |
|-----------|-----------------|----------|--------------|---------|--------------|--------------|--------------|-----------|
| 1.0 | 62-721-26-86 | 62UP01 | 584,498.20 | 0.00 | 584,498.20 | 415,501.80 | 588,761.80 | 4,263.60 |
| 1.0 | 62-376-80-20-24 | 62MP21 | 231,003.61 | 0.00 | 231,003.61 | 143,528.39 | 232,476.40 | 1,472.79 |
| 1.0 | 62-721-26-86 | 62UP30 | 584,498.20 | 0.00 | 584,498.20 | 415,501.80 | 588,761.80 | 4,263.60 |
| 1.0 | | | 1,400,000.01 | 0.00 | 1,400,000.01 | 974,531.99 | 1,410,000.00 | 9,999.99 |
| 2.0 | 62-721-26-86 | 62UP01 | 187,173.06 | 0.00 | 187,173.06 | 339,191.94 | 184,429.60 | 2,743.46 |
| 2.0 | 62-721-26-86 | 62UP30 | 562,826.94 | 0.00 | 562,826.94 | 897,173.06 | 555,570.40 | 7,256.54 |
| 2.0 | | | 750,000.00 | 0.00 | 750,000.00 | 1,236,365.00 | 740,000.00 | 10,000.00 |
| 2.0 | | | 2,150,000.01 | 0.00 | 2,150,000.01 | 2,210,896.00 | 2,150,000.00 | 0.01 |



Topic 3: Screenshot



Create CCR Accrual Worksheet by Reporting Category

CCR Accr. Worksheet Edit Goto System Help

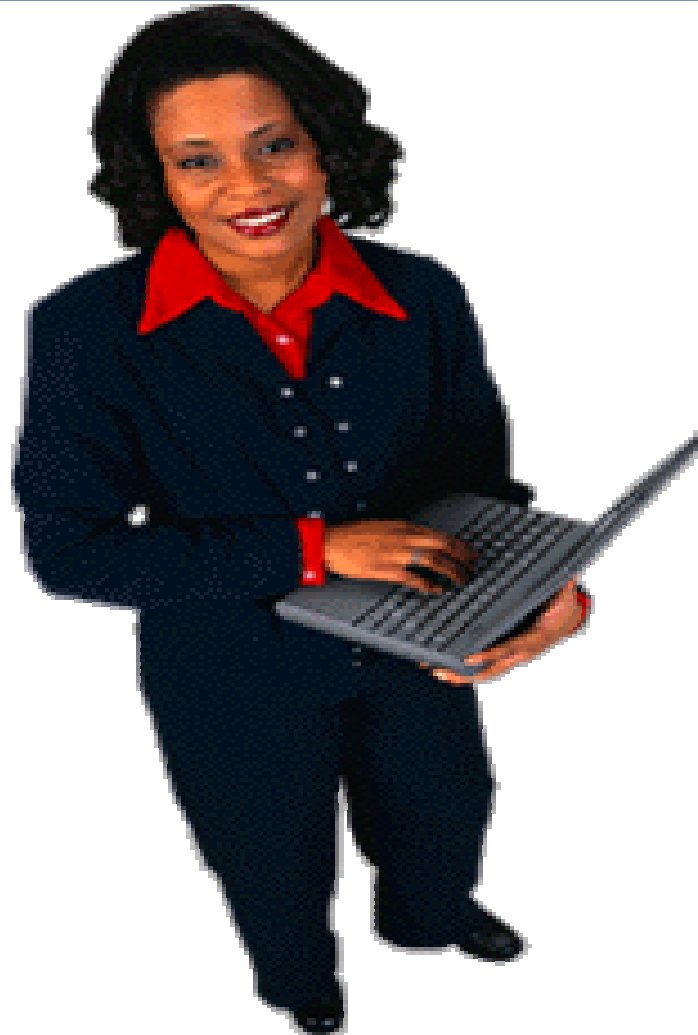
Create CCR Accrual Worksheet: Maintenance

Crosswalk Cost Entry Worksheet Reports

Contract: NAS8-01083 SLI Vendor: 100361 AEROJET-GENERAL CORP
Accrual Month/Year: 9 2002 Status: 2 Submitted

| Rep. Cat. | WBS elem. | Cost ctr | CM EST CST | Cost/Obs | Down Adj | Adj | Monthly Acc | ITD C Rec | Net Uncosted |
|-----------|-----------------|----------|------------|----------|----------|------|-------------|--------------|---------------|
| 1.0 | 62-721-26-86 | 62UP01 | 127,908.10 | 0.00 | 0.00 | 0.00 | 132,171.70 | 716,669.90 | 283,330.10 |
| 1.0 | 62-376-80-20-24 | 62MP21 | 44,183.79 | 0.00 | 0.00 | 0.00 | 45,656.58 | 276,660.19 | 97,871.81 |
| 1.0 | 62-721-26-86 | 62UP30 | 127,908.10 | 0.00 | 0.00 | 0.00 | 132,171.70 | 716,669.90 | 283,330.10 |
| 1.0 | | | 299,999.99 | 0.00 | 0.00 | 0.00 | 309,999.98 | 1,709,999.99 | 664,532.01 |
| 2.0 | 62-721-26-86 | 62UP01 | 137,173.06 | 0.00 | 0.00 | 0.00 | 134,429.60 | 321,602.66 | 204,762.34 |
| 2.0 | 62-721-26-86 | 62UP30 | 362,826.94 | 0.00 | 0.00 | 0.00 | 355,570.40 | 918,397.34 | 541,602.66 |
| 2.0 | | | 500,000.00 | 0.00 | 0.00 | 0.00 | 490,000.00 | 1,240,000.00 | 746,365.00 |
| | | | 799,999.99 | 0.00 | 0.00 | 0.00 | 799,999.... | 2,949,99... | 1,410,897.... |

Demonstrations and Exercises Introduction



Demonstrations and Exercises



-
- **Generate Contract Cost Accrual Worksheet & Calculate Contractor Workforce and Verify Results of Prior Month Adjustments, Accruals, and Workforce Calculations**



Topic 3: Debrief



- **Generate accruals and analyze worksheet**
 - **Verify CCR cost data crosswalked appropriately to the correct FCS's**
 - **Confirm entries in the Cost Over Obligations column**
 - **Analyze downward adjustment transactions**
 - **Use the Adjustments column to adjust costs**
 - **Accept and submit Cost Accrual Worksheet**
- **Worksheet selection**
 - **View Cost Accrual Worksheet or WYE Accrual Worksheet by**
 - **FCS or Reporting Category**



Topic 4

Process Reports in CCR Extension

Topic 4: Overview



- **Cost Reports available in the CCR Extension**
 - **Report 1 – Analysis of Accrued Cost**
 - **Report 2 – CCR Timeliness Report**
 - **Report 3 – CCR Analyst Adjustment Explanation Report**



Topic 4: Objectives



- **Upon completion of the Process Reports in the CCR Extension topic, individuals should be able to process CCR Reports concerning the following:**
 - Variance of plans to actuals
 - Timeliness of contractor reporting
 - Tracking of adjustments



Topic 4: CCR Report 1



- **Report 1 – Analysis of Accrued Cost (SAP R/3)**
 - **Verify estimated cost, accrual recorded, and actual cost incurred for the month and Inception to Date**
 - **Determine and explain variances exceeding 5% for in any month**
- **FMM mandated report**



Topic 4: Report 1 Screenshot



Report 1: Analysis of Accrued Cost

Program Edit Goto System Help

SAP

Analysis of Accrued Cost Report by Year

Enter Selection Criteria

| | | | |
|---------------|------------|----|--|
| Accrual Month | 9 | to | |
| Accrual Year | 2002 | to | |
| Plant | MSFC | to | |
| Contract | NAS8-01083 | to | |
| CCR Analyst | | to | |

Choose Report Format

Monthly Format ☒

Yearly Format ☐

T01 (1) (311) ifmptst OVR

Topic 4: Report 1 Screenshot



Report 1: Analysis of Accrued Cost

SAP

Analysis of Accrued Cost Report by Year

NASA
RCM-001
MS42464

CCR Analysis of Accrued Cost Rep

Contractor: 100361 CCR Analyst: Denise Taylor COCCRAM
Contract: NAS8-01083 Contract Value (\$): 8,935,970.00

09-2002 Explanation of Variance

| | | |
|-------------------------------------|---------------|--|
| Center Cumulative Accrued Cost | 2,999,999.99 | |
| Contractor Cumulative Actual Cost | 3,950,000.00 | |
| Variance | 950,000.01- | |
| Contractor Actual Cost for Month | 1,800,000.00 | |
| Variance (%) | 52.78-% | |
| Center Accrued Cost for Month | 850,000.00 | |
| Contractor Actual Cost for Month | 1,800,000.00 | |
| Variance | 950,000.00- | |
| Variance (%) | 52.78-% | |
| Contractor Estimated Cost for Month | 800,000.00 | |
| Contractor Actual Cost for Month | 1,800,000.00 | |
| Variance | 1,000,000.00- | |
| Variance (%) | 55.56-% | |
| Center Accrued Cost for Month | 850,000.00 | |
| Contractor Estimated Cost for Month | 800,000.00 | |
| Variance | 50,000.00 | |
| Contractor Actual Cost for Month | 1,800,000.00 | |
| Variance (%) | 2.78 % | |

T01 (1) (311) ifmptst INS



Topic 4: CCR Report 2



- **Report 2 – CCR Timeliness Report**
 - **Records Due Date of the CCR each Month**
 - **Automatically calculates based upon due date and date received if the CCR is received on time or late**
 - **Allows for tracking of “not received” CCR’s as well**



Topic 4: Report 2 Screenshot



Report 2: CCR Timeliness Report

A screenshot of the SAP CCR Timeliness Report interface. The window title is 'SAP'. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area is titled 'CCR Timeliness Report'. It features a form with fields for 'Contract Number:', 'Contract Description:', 'Accrual Month:' (set to 10), 'Accrual Year:' (set to 2002), 'Contract Analyst:', 'Vendor Number:', 'Vendor Name:', 'Responsible Org Cost Center', and 'Plant' (set to MSFC). A blue callout box points to the 'Contract Number' and 'Plant' fields, stating: 'Selection can be by Contract No. Month/Year Plant (Center)'. Below the form are sections for 'Execute' (with a 'Display Layout' button), 'Display options' (with checkboxes for 'Striped pattern', 'No column headings', 'No column separation line', 'Optimize columns', 'Output key as hotspot', 'No fields ready for input', and 'Merge cells'), and 'Exceptions' (with checkboxes for 'Display' and 'Display and pass on'). The status bar at the bottom shows 'ZCO_PC_TIME', 'ifmptst', and 'INS'.

Topic 4: Report 2 Screenshot



Report 2: CCR Timeliness Report

SAP

List Edit Goto Settings System Help

CCR Timeliness Report

20:01 10/07/2002 National Aeronautic Space Administration
Marshall Space Flight Center
Timeliness of CCR Extension

Accrual Month/Year: 11/2002

| Contract | Vendor | Vendor Name | Status | Due Date | Receipt Date | Contracting Officer | Resp Org Cost Ctr | CCR Status |
|------------|--------|-------------------------|---------|------------|--------------|---------------------|-------------------|------------|
| NAS8-01083 | 100361 | AEROJET-GENERAL CORP | Late | 11/09/2002 | 11/10/2002 | David G. Morgan | TD01 | 6 |
| NAS8-01121 | 101534 | PAGE AND WAITE, INC. | On-Time | 12/17/2002 | 12/15/2002 | Joseph Hobson | | 3 |
| NAS8-97327 | 101040 | CORTEZ III SERVICE CORP | Late | 11/14/2002 | 11/15/2002 | Walter S. Melton | AD01 | 2 |

Not Received: 0
On Time: 1
Late: 2
Total number of records listed: 3

*****End of Listing*****

ZCO_PC_TIME ifmptst INS



Topic 4: CCR Report 3



- **Report 3 – CCR Analyst Adjustment Explanation Report**
 - Reports all adjustments requested by analysts on the CCR Cost Entry Screen



Topic 4: Report 3 Screenshot



Report 3: CCR Analyst Adjustment Explanation

The screenshot shows the SAP 'CCR Adjustment Explanation Report' interface. The top menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The title bar displays 'SAP'. The main window is titled 'CCR Adjustment Explanation Report'. It contains several input fields for contract details: 'Contract Number' (NAS8-01121), 'Contract Description', 'Accrual Month' (11), 'Accrual Year' (2002), 'Contract Analyst', 'Responsible Org Cost Center', 'Vendor Number', 'Vendor Name', and 'Plant' (MSFC). A blue callout box points to these fields with the text: 'Selection can be by Contract No. Month/Year Plant (Center)'. Below the input fields is a 'Number of data records' field. The 'Execute' button is visible, along with a 'Display Layout' field. The 'Display options' section includes checkboxes for 'Striped pattern', 'No column headings', 'No column separation line', 'Optimize columns', 'Output key as hotspot', 'No fields ready for input', and 'Merge cells'. The 'Exceptions' section includes checkboxes for 'Display' and 'Display and pass on'. The status bar at the bottom shows 'ZCO_PC_ADJUST', 'ifmptst', and 'INS'.

Topic 4: Report 3 Screenshot



Report 3: CCR Analyst Adjustment Explanation

20:27 10/07/2002 National Aeronautic Space Administration
Marshall Space Flight Center
CCR Analyst Adjustment Explanation Report

Accrual Month: 11/2002
Accrual Year: 2002
Contract Number: NAS8-01121

| Contract | Vendor | Vendor Name | Rep Category | Analyst Name | Cost ITD (7c) | CM Est Cost | Est. Adj. | Adj. Desc. | Cost Cen |
|--------------|--------|----------------------|--------------|--------------|---------------|-------------|-----------|-----------------|----------|
| NAS8-01121 | 101534 | PACE AND WAITE, INC. | Cat 1 | | 225.00 | 100.00 | 50.00 | TEST NAS8-01121 | |
| NAS8-01121 | 101534 | PACE AND WAITE, INC. | Cat 2 | | 315.00 | 30.00 | 25.00 | TEST NAS8-01121 | |
| NAS8-01121 | 101534 | PACE AND WAITE, INC. | Cat 4 | | 118.00 | 50.00 | 25.00 | TEST NAS8-01121 | |
| * NAS8-01121 | | | | | 658.00 | 180.00 | 50.00 | | |
| ** | | | | | 658.00 | 180.00 | 50.00 | | |

Total number of records listed: 3

*****End of Listing*****

Layout copied ZCO_PC_ADJUST ifmptst INS



Topic 4: Debrief



- **Users should be able to Process Cost Reports in the CCR Extension or BW concerning the following:**
 - Variance of plans to actuals
 - Timeliness of contractor reporting
 - Tracking of adjustments
 - Analysis of Cost In Excess of Obligation and Downward Adjustments



Topic 5

GENRPT 15- Cost Over

Obligations/Downward Adjustment Report

Topic 5: Overview



- **GENRPT15 Cost Over Obligations/Downward Adjustments (BW)**
- **Applicable to:**
 - Contractor Cost Report Extension (NF 533)
 - Straight-Line Extension
- **Cost Over Obligations and Downward Adjustments**
 - Not Posted to SAP
 - Not Absorbed by Current Month Activity or Posted to SAP



Topic 5: Overview



- Cost Over Obligations/Downward Adjustments
 - Provides information on:
 - Cost Over Obligations - Not Posted to SAP
 - Contract Cost Report Extension (NF 533)
 - Straight-Line Extension
 - Downward Adjustments Not Absorbed by Current Month Activity or Posted to SAP



Topic 5: Objectives



- Upon completion of the Cost Over Obligations/Downward Adjustment Report topic, individuals should be able to accomplish the following:
 - Use this report to analyze Cost Over Obligations/Downward Adjustments recorded in the CCR and Straight-Line Extensions

Topic 5: Screenshot



Cost Over Obligations Report

BW
Web Application

GENRPT15 - Cost Over Obligations

Navigation block:

| | | | |
|----------------------|---------------------|--------------|--|
| BW: Document Line No | BW: Document Number | Cost center | |
| Extension Indicator | Fund | Funds Center | |
| G/L Account | Internal Order | Network | |
| Network activity | PO LI ALI Number | Plant | |
| Reporting Category | WBS element (ext.) | Key Figures | |

Variable Values

| | |
|------------------------------|------------------------------------------------------------|
| Fiscal Year/Period Mandatory | October 2003 |
| Plant (Center) | Marshall Space Flight Center..Marshall Space Flight Center |
| Purchase Order(s) | Empty Demarcation |

| BW: Document Number | Reporting Category | WBS element (ext.) | Network | Network activity | G/L Account | Fund | Obligations | Funding Limit | Uncosted Fund Limit / Obs. | Cost Recorded |
|---------------------|--------------------|--------------------|--------------|------------------|-------------|------------|-------------------|-------------------|----------------------------|------------------|
| NAS8-00016 | PROD | 62-376-10-10 | Not assigned | Not assigned/ | 6100.2550 | HSF542002D | \$ 228,300,000.00 | \$ 228,300,000.00 | \$ 10,869,925.00 | \$ 10,869,925.00 |

Topic 5: Screenshot



Downward Adjustment Report

BW Web Application

GENRPT15 - Downward Adjustments

Navigation block:

| | | | |
|----------------------|---------------------|--------------|--|
| BW: Document Line No | BW: Document Number | Cost center | |
| Extension Indicator | Fund | Funds Center | |
| G/L Account | Internal Order | Network | |
| Network activity | PO LI ALI Number | Plant | |
| Reporting Category | WBS element (ext.) | Key Figures | |

| BW: Document Number | Reporting Category | WBS element (ext.) | Network | Network activity | G/L Account | Fund | Obligations | Funding Limit | Uncosted Fund Limit / Obs. | Cost Recorded |
|---------------------|--------------------|--------------------|--------------|------------------|-------------|------------|-----------------|-----------------|----------------------------|---------------|
| NAS8-00016 | IES | 62-376-80-19 | Not assigned | Not assigned/ | 6100.2550 | HSF542002D | \$ 1,679,000.00 | \$ 1,679,000.00 | \$ 56,000.00 | \$ 0.00 |
| | SEC GD | 62-5988-30 | Not assigned | Not assigned/ | 6100.2550 | HSF362002D | \$ 235,586.00 | \$ 235,586.00 | \$ 0.00 | \$ 0.00 |

Variable Values

| | |
|------------------------------|------------------------------------------------------------|
| Fiscal Year/Period Mandatory | October 2003 |
| Plant (Center) | Marshall Space Flight Center..Marshall Space Flight Center |
| Purchase Order(s) | Empty Demarcation |



Topic 5: Debrief



- Individuals should be able to accomplish the following:
 - Use the Cost Over Obligations/Downward Adjustment report to provide information on:
 - Cost Over Obligations/Downward Adjustments Recorded in the CCR and Straight-Line Extensions



End of Course Review

Review Objectives & Expectations



- **Everyone here should now be able to:**
 - **Create and Maintain a CCR/FCS Crosswalk Table**
 - **Input and/or Validate the Contract Report Detail**
 - **Generate the Contract Cost Accrual Worksheet and Calculate the Contractor Workforce**
 - **Verify the Results of Prior Month Adjustments, Accruals, and Workforce Calculations**
 - **Record Adjustments within the Contract Cost Accrual Worksheet**
 - **Process Reports in the CCR Extension**



Available Resources



- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form